

DOCUMENT NO. _____
NO CHANGE IN CLASS. **X**
CLASS. BY: _____
CLASS. DATE: _____
AUTH: _____
DATE: **18/11/81** REVIEWER: **064540**

DPD-0534-61
10 February 1961

MEMORANDUM FOR: The Comptroller

SUBJECT : Increase in Personnel, Headquarters Staff, DPD
Finance Section

1. The Headquarters Staff of the DPD Finance Section has been authorized an increase of two personnel as follows:

GS-12 Finance Officer
GS-11 Finance Officer

25X1A

2. The increase in positions was based on the increased work load occasioned by the transfer to DPD of the [REDACTED] the establishment of new [REDACTED] the increase in the OXCART contractual activity, the establishment of a new CHALICE Field Station in the Far East, the acceptance of Administrative, Contractual, and Financial responsibilities applicable to Project KEELOCK, and the resultant increase in volume of budgetary activity.

25X1A

3. As was indicated in my conversation with you on 9 February 1961 and your previous conversations with [REDACTED], we are hopeful that these positions can be filled at the earliest practicable date.

25X1A

4. In selecting personnel for these positions, the following requirements should be considered:

a. One man should have previous experience in budget work. He will be required to assist in the preparation of the Annual Budget and in the preparation of various reports and statements and will assist in posting in the books of records. This employee will assist [REDACTED] GS-12, who is Chief of our Budget and Reporting Section.

25X1A

b. One man should have previous experience in general Finance work. This employee will be used in processing travel claims, station accountings, processing documents in connection with payment of special contract employees, processing 1960 vouchers from other Government Agencies and other varied duties associated with this activity.

5. Your assistance in filling these positions will be greatly appreciated.

Dist: 2 - Add
2 - Fin DPD

[REDACTED]
Comptroller, DPD-ED/P

25X1A